

**CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

Thursday, April 8, 2004 at 5:30 p.m.

**Hayward City Hall
777 B Street
Conference Room 2A**

AGENDA

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

APPROVAL OF MINUTES

1. Approval of minutes for meeting of March 11, 2004 (Action)

REPORTS

2. City Council Liaison (Information)

NEW BUSINESS

3. Review of Human Resources Director's Certification of Eligible Registers (Previous Adoption Dates), (Action)
 - a) Police Officer Lateral, (2004)
 - b) WPCF Maintenance Supervisor, (new)
 - c) WPCF Operations Supervisor, (new)
4. Extension of Eligible Registers, (Action)
 - a) Crime Prevention Specialist, (2nd extension, 6 months)

Beth Perrin-Scales
Human Resources Director

Personnel and Affirmative Action Commission minutes are available on audiocassette upon request in compliance with the Americans with Disabilities Act of 1990. Requests may be made by contacting the Human Resources Department at (510) 583-4500 or TDD (510) 247-3340.

CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION
777 "B" Street
Hayward, California 94541-5007

MINUTES

March 11, 2004

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:30 p.m., on Thursday, March 11, 2004** in conference room 2A, City Hall, 777 B Street, Hayward by Chairperson Kathleen Booth. Pledge of Allegiance was led by Sonja Turner.

VISITORS

Beneva Williams Nyamu, Community Activist

HUMAN RESOURCES DEPARTMENT STAFF

Beth Perrin-Scales, Human Resources Director

Robert Macias, Senior Human Resources Analyst / Affirmative Action Specialist

Sonja Turner, Administrative Secretary (Confidential)

CITY COUNCIL

Olden Henson

ABSENT

None

NOTE: There was no meeting held in February 2004, therefore the Commissioners will not be marked absent for not attending.

Attendance	Present This Meeting	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
		Present to Date This Fiscal	Absent to Date This Fiscal	Present to Date This Fiscal	Absent to Date This Fiscal
		Yr.	Yr.	Yr.	Yr.
Kathleen Booth (chair)*	X	5	0	1	0
Freddye M. Davis	X	5	0	1	0
Joyce Dobro (vice-chair)*	X	4	1	1	0
Latricia Earley	X	5	0	1	0
Carol Johnson	X	5	0	1	0
Johnnie Lacy	X	4	1	1	0
Wade Owen Winblad	X	5	0	1	0

X = present

0 = absent

*Appointed July 1999

PUBLIC COMMENTS

Commissioner Davis announced that the NAACP will be hosting a celebration of the 50th Anniversary of Brown versus the Board of Education at Chabot College, Building 1300 on Sunday, May 9, 2004 from 2 to 4 p.m. There will be no charge and everybody is welcome. There will also be a reception Friday night at a different location.

APPROVAL OF MINUTES

1. Approval of minutes for the regular meeting of January 9, 2004 (Action)

Minutes were approved: (Dobro/Johnson); (6-0-0)

REPORTS

2. City Council Liaison, Olden Henson, (Information)
Council Member Henson reported that the headlines about Target selling Mervyns could have a significant impact on Hayward since there are approximately 1300 Mervyns employees working in Hayward. Further, Mr. Henson talked about Hayward continuing to be a leader in the biotech and biomedicine industries. We are currently home to about 40 of these companies. He encouraged viewing the website of www.jointventure.org and looking at the 10 year mapping section. Additionally, Mr. Henson passed around an artist's rendering of the new twelve-screen cinema that is expected to be completed within about the next 18 months on the corner of Foothill and B Street. Parking issues were discussed as well as needing a major hotel in Hayward and an update on the Cannery Row/MLK Jr. Blvd. project. Finally, Mr. Henson encouraged support of the City and County Public Relief Act (petitions) that will help with resolution of the current budget crisis and its effect on potential City layoffs.
3. Affirmative Action Plan Annual Report for 2003, (Information)
Robert Macias reviewed the report, commenting that last year was an unusual year for Hayward in the area of employment activity. Economic factors resulted in a significant decrease in recruiting efforts and new hires. The Commission requested the record to reflect that this was another excellent report by Mr. Macias and HR Staff. During review of the report, Commissioner Davis requested that the community participate in the selection process of the new Chief of Police.

NEW BUSINESS

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Battalion Chief, (2002)
 - b) Police Officer Lateral, (2003)
 - c) Secretary, (2002)

Moved to approve New Eligible Registers: (Dobro/Lacy); (7-0-0)
5. Extension of Eligible Registers, (Action)
 - a) Facilities Carpenter I/II (2nd extension, 6 months)
 - b) Staff Fire Captain, (2nd extension, 6 months)
 - c) Utilities Maintenance Mechanic, (1st extension, 6 months)

Moved to approve Extension of Eligible Registers, (Winblad/Lacy); (7-0-0)

There being no further business, the meeting was adjourned at 6:38 p.m.

The next regularly held meeting will be Thursday, April 8, 2004 at 5:30 p.m. in conference room 2A, 2nd floor of Hayward City Hall.

